

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, December 07, 2009**

The regular session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, December 07, 2009** at the regular time of 7:10 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Konnie Kuiper and Dan Vassar were present. Councilor Brian Novak arrived after the start owing to training related to his regular work. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Also present: Mark Roorda of the Town Board of Metropolitan Police Commissioners; and Ed Dabrowski of the Park and Recreation Board were also present.

John M. Bach, Public Works Director, was also present.

Brad Skillman, Scott Cherry and Mike Kenny of the Skillman Corporation, Inc., were also present.

General Substance of Matters Discussed

1. Brad Skillman, Scott Cherry and Mike Kenny of the Skillman Corporation, Inc., offered a presentation to the Town Council regarding the professional project management services offered by Skillman and to suggest employing Skillman for its projects involving proposed construction of the public safety center. Mr. Skillman offered an overview of the services of the firm. He noted the accuracy of the final estimates for construction bids from their estimates and the controls over change orders in construction projects.

The Skillman Corp. representatives and members of the Town Council engaged in colloquy related to the services, control of contractors, manner of funding, management of the petition and remonstrance process, and when such services should be engaged in the process.

The Skillman representatives departed at this time.

2. The Town Council discussed the meeting of December 28, 2009 and moving it to Tuesday, December 29, 2009. This would allow meeting preparation to not require coming in over the preceding Christmas holiday weekend.
3. The Public Works Director and the Town Council discussed the fact that the solid waste collection and recycling contract will expire on March 2010. The Public Works Director presented the sample specification contract that would be bid. The Public Works Director was suggesting a four year term. He also was seeking input from the Town Council on possible terms and particulars that may be desirable for inclusion in the specifications.

The Public Works Director discussed his concerns about bid climate, concerns about competitiveness. The discussion included whether or not recycling should be retained as a service. It was suggested that costs would be reduced if recycling services were eliminated. The discussion included considering perhaps making recycling be offered less frequent than weekly as a cost control. The discussion included whether or not the current and future agreement would include retrieval of "construction debris." Presently, the current contract does not include this service. It was noted that this debris could be taken to the Town of Highland Public Works Facility for disposal for a \$10 per load disposal fee. The discussion

included whether or not the fee should be increased. It was noted that the current monthly user fee of \$16.90 includes the cost for the contract for collection at curbside plus leaf collection and on demand call out for large brush etc.

The Public Works Director indicated that he would consult with the Solid Waste Management District to obtain some pricing data from neighboring communities for this service as the district collected that data. The Public Works Director would be seeking bids in January.

4. The Public Works Director discussed the prospect of using some allocation of Lake County's *Recovery Zone Economic Development Bonds* --- these being *Build America Bonds* that allow a 45% credit on interest instead of the 35% that is granted for the other type of *Build America Bonds*. It was noted that Lake County's allocation is \$15,320,000. The Public Works Director recommended several projects that may be useful for this funding. The Public Works Director presented the reconstruction of the Kennedy Avenue Bridge, to raise it flood control levy level; The Public Works Director suggested that this be done perhaps in conjunction with the City of Hammond, to cooperate with the project. The Public Works Director suggested also including the Kleinman Avenue Reconstruction, which has been a long standing proposed project for the Town. It was noted that these bonds may be issued by January 2011.
5. The Public Works Director discussed the solicitation for construction management services related to the Cline Avenue Reconstruction Project, complying with the process required by INDoT and for Federal Highway Aided projects. The Public Works Director reported that the successful respondent out of seven was First Group Engineering. The actual agreement is pending and will be presented to the Town Council at a future date.
6. The Public Works Director and the Town Council discussed the progress on the Kennedy Avenue Reconstruction Project and when the roads would be open.
7. The Public Works Director and the Town Council discussed the status of the sidewalk replacement program, and a particular inquiry posed from Mrs. Funkhauser at 2951 Hess Drive, Highland. It was noted that her sidewalks were in need of repair. Mrs. Funkhauser indicated that she could not support the cost of the sidewalks repair. It was also noted that she desired to have the trees removed from the trees in the parkway.

The discussion further included consideration of various funding sources for sidewalk maintenance. The Public Works Director explored whether or not the sidewalk could be treated as a public utility and a maintenance fee be imposed.

8. The Public Works Director also presented a report presenting his analysis regarding the scheduling protocol for winters and his belief that the midnight scheduling provides a lower cost for snow plow duty. He noted that if the event was a weekend event or protracted, this example would not apply. The Town Council and the Public Works Director discussed whether or not a single shift or dual shift should be employed. The discussion included whether or not the midnight shift is productive when there is no snow fall.
9. The Town Council discussed the need to schedule for interviews for prospective appointment to the various boards and commissions. It was suggested that the meeting time be set for 22 December 2009 at 5:30 p.m.
10. The Town Council discussed the status of the Prompt Ambulance Agreement and its expiration. It presently is undertaken jointly with the Town of Munster. The Town Council discussed the need to explore the agreement.

11. The Town Council discussed the process presently in place regarding the selection and appointment of the Fire Chief. The Town Council suggested it would review the current ordinance.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, December 07, 2009**, was adjourned 9:22 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer